

NAVFACINST 5600.2G
FAC 915
25 June 1996

NAVFAC INSTRUCTION 5600.2G

From: Commander, Naval Facilities Engineering Command

Subj: PUBLICATIONS PROGRAM

Ref: (a) U.S. Government Printing and Binding Regulations
(b) Department of the Navy Publication and Printing Regulations, P-35
(c) NAVFAC P-346 "Publication Standards"

1. Purpose. To set forth the scope, policy and responsibilities for the planning, management and operation of the publications program of the Naval Facilities Engineering Command Headquarters (NAVFACENGCOMHQ) and its field activities.

2. Cancellation. NAVFACINST 5600.2F of 21 September 1984 is canceled.

3. Scope. The publications program of NAVFACENGCOMHQ and field activities shall ensure that all publications of the Command are necessary, technically and editorially accurate, appropriately cleared, and produced within the requirements of this directive and references (a) through (c).

4. Definitions. The terms used in this instruction apply, but are not limited to any book, pamphlet, book-type or pamphlet-type directive, manual, folder, periodical, magazine, microform (microfilm), newspaper, technical report, chart, poster, map, or drawing manufactured by any method of printing or reproduction, including film, paper, tapes, and equipment necessary to produce such outputs in accordance with references (a) through (c).

5. Policy.

a. All publications shall be printed through the Defense Document Automation Service (DDAS) in accordance with references (a) through (c).

b. All publications shall be authorized and certified by the cognizant Commander/Commanding Officer or their authorized representative as to technical and editorial accuracy.

c. All publications shall be cleared through the cognizant Freedom of Information Act Coordinator.

d. Publications assigned by NAVFACENGCOMHQ to field activities for preparation shall be returned to NAVFACENGCOMHQ for review, clearance and determination of procedure for printing and distribution.

e. Per reference (b), Architect and Engineering contractors are not authorized to produce printing as part of their contract. A minimal number of review and clearance copies of a publication may be procured from an Architect and Engineering contractor if the review is necessary to the final acceptance of their product. These review copies will be reproduced, not printed.

f. Publications in the Design Manuals (DM), Maintenance and Operations (MO) manuals and Publication (P) series shall be reviewed and verified as to currency and technical accuracy three years from the date of issue and each succeeding three years subsequent thereto. Publications not verified as current and accurate will be updated within one year or made obsolete.

g. Changes to publications will be issued immediately when the necessity for change is recognized and not deferred for a revision date.

h. Directives, letters and messages shall not be used to communicate changes to published manuals.

i. Stocks of NAVFAC DM, MO and P publications are designated for Navy use. Requests by non-Navy agencies or individuals will be forwarded to the National Technical Information Services (NTIS).

6. Authority and Responsibility.

a. In accordance with reference (b), the Administrative Services Division, Code 915, is responsible for setting policy and guidance for the NAVFACENGCOM Publications and Printing Program.

b. Commanders and Commanding Officers of NAVFACENGCOM are responsible for the development and funding of necessary publications, including the determination of the necessity for publications in new subject areas, to fulfill their subject area mission.

7. Action. All headquarters and field activities personnel shall follow the policies, guidelines and procedures specified in this instruction and references (a) through (c) in the subject areas specified.

B. F. MURPHY, JR.
Comptroller

Distribution:
NAVFAC Internal List 2
FKN

Stocked:
Defense Distribution Depot - Susquehanna PA
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